

**SAFEGUARDING POLICY**

**September 2023**

**Aims and Values**

West Midlands Consortium is committed to protecting and safeguarding the welfare of its Associate Teachers (ATs) and children in its partnership schools. As our ATs come into contact with children and their families, they have an important role to play in safeguarding children. Through the training programme and in partnership with our schools, we jointly take responsibility for the protection and safeguarding of young people on whom our programmes might impact.

**Common Principles**

West Midlands Consortium shares the common principles of its partnership institutions, namely that:

* The welfare of children and young children is paramount
* Children and young people should be provided with a safe environment in which to learn
* All children and young people have a right to freedom from abuse
* Children and young people have a right to be treated with respect and dignity, as do the adults who work with them
* It is the responsibility of all adults to safeguard and promote the welfare of children and young people
* All children and young people must have the opportunity to express their views about decisions taken about their lives

**Disclosure and Barring (DBS) Clearance**

West Midlands Consortium will undertake Disclosure and Barring Enhanced Clearances and Prohibition for Teaching for ATs to ensure compliance with DfE requirements. All certificate numbers for ATs are kept, and will be securely stored, on our internal database. A satisfactory check is defined as having no criminal convictions (including cautions, reprimands and final warnings) relevant to the post. All staff or registered trainees must report any subsequent criminal convictions to the Director of ITT. Failure to do so will result in disciplinary action being taken.

It is the responsibility of the AT to complete the DBS application correctly.

For those ATs who have not received a clearance certificate from the DBS prior to the start of the course, the WMC will carry out a List 99 check to ensure that ATs are not barred from working with children. If the DBS has not cleared prior to starting the placement, the WMC will liaise with, and decided the next steps, in partnership with the placement school. The Director of ITT will refer to the WMC Chair and Headteacher of Thomas Telford School for guidance on declarations on DBS clearances and in relation to any query.

**Procedures**

Our staff recruitment policies and practices are rigorous and comply with safe recruitment and selection requirements. We always pursue identity checks and qualification checks and we take up and scrutinise written references.

* All applicants will bring photo ID to their interview to confirm their identity
* All successful applicants will have an enhanced DBS check before starting the programme. This will be carried out by the WMC Administrator, or by the employing school in the case of SDS ATs, prior to starting the programme
* At least one member of each interview panel will have undertaken the Safer Recruitment training
* All ATs should wear their WMC identification badges during taught sessions and, if appropriate, the school’s ID badge when they are on placement
* All ATs will receive Child Protection, Safeguarding, CSM and Prevent training during their Induction at West Midlands Consortium
* All placement schools Safeguarding, Child Protection policies and Code of Conduct must be adhered to by the AT
* ATs must follow their placement school’s policy on taking photographs of children. Personal cameras, personal mobile phones or other personal devices should not be used to take photographs of pupils
* WMC-based EPI training will also provide guidance on identifying children who may be vulnerable for example, through drug or alcohol abuse
* WMC–based risk assessment training raises awareness of safety issues.
* All visitors to Thomas Telford School should sign in and wear a WMC visitor’s badge
* ATs are advised that children’s names and faces are deleted from work submitted
* The WMC Code of Conduct **must** be signed and adhered to by all ATs (Appendix 1)

**Monitoring and Evaluation**

* Review of partnership schools’ professional development programmes identifies safeguarding training
* Any safeguarding issues raised are brought to the attention of both the Director of ITT and the Chair of WMC and a written record kept. If deemed necessary, this will be shared with an AT’s placement schools.

**Training and Development**

* All ATs will be issued with a copy of ‘Keeping Children Safe in Education (2021) prior to the course starting – and sign to confirm that this has been received and read
* All WMC staff are up to date with safeguarding procedures and national initiatives
* The West Midlands Consortium Safeguarding policy will be made available to all on the VLE and will be included in all course handbooks.

**Data will be processed in line with the requirements and protections set out in the UK General Data Protection Regulation.**

**To be reviewed September 2024 – or sooner if necessary**

**Appendix 1:** **Code of Professional Conduct**

Trainee teachers are expected to work within a framework of legislation, statutory guidance and school policies. There is an emphasis on promoting equality of opportunity, challenging stereotypes, opposing prejudice and respecting individuals regardless of age, gender, disability, race, ethnicity, class, religion, marital status or sexual orientation. The Code covers school and Consortium-based training.

Trainee teachers are expected to:

1. Demonstrate respect for all staff employed by the school, Local Authority, Consortium and external agencies;
2. Demonstrate respect for all pupils;
3. Demonstrate respect for all parents and carers;
4. Demonstrate respect for other trainee teachers and students from other institutions;
5. Be a role model for pupils and demonstrate the highest professional standards through appropriate personal values;
6. Carry out their duties in line with school policies. This will vary from school to school and as such trainees are required to be fully informed of the school’s expectations;
7. Comply with equal opportunities legislation and follow school policies in relation to safeguarding and protecting the welfare of pupils and young people;
8. Declare any disabilities to the school so that reasonable adjustments can be made to school-based training programmes;
9. Maintain appropriate professional boundaries with pupils, parents, carers and all staff working in the school;
10. Maintain **good** attendance, at taught sessions and in school;
11. Carry out procedures for notifying absence as stipulated in the course handbook. Unauthorised absence may result in the termination of the placement;
12. Keep in daily contact with schools during initial absence and forward lesson planning to the school to cover planned teaching;
13. Obtain medical certification for absences exceeding seven working days;
14. Firstly seek the permission of the Head Teacher followed by the Director of ITE should absence be required for reasons other than illness;
15. Attend a progress review following periods of sickness and attend a meeting with the Occupational Health department following extensive periods of illness;
16. Attend progress reviews;
17. Be punctual;
18. Maintain professional standards of dress and appearance in line with school policy –no jeans, no low cut tops or low waist lines, no unnecessary bare flesh, no long nails.
19. Demonstrate appropriate use of internet facilities in line with Consortium and school policies;
20. Listen to, and act on, advice from mentors and Course Leaders;
21. Work effectively as part of teams and demonstrate a commitment to collaborative and co-operative working;
22. Reflect on, and improve, their practice;
23. Carry out their professional duties in line with the code of professional conduct drawn up by the West Midlands Consortium;
24. Take responsibility for their own learning including self-evaluation, action planning and appropriate use of Professional Development time;
25. Self-declare any cautions, convictions, reprimands and final warnings from the Police, irrespective of the nature of these;
26. Demonstrate appropriate professional behaviour towards children and young people in all formal and informal settings;
27. Demonstrate appropriate professional behaviour towards all staff, parents and carers;
28. Carry out all school-based tasks as stipulated in specific school-based training handbooks;
29. Adhere to ethical codes of conduct in relation to Child Protection. Photographic images of children must not be taken. All mobile phones must be switched off in the classroom and on school premises;
30. Maintain confidentiality in relation to school resources, staff and children;
31. Comply with all Consortium policies, particularly in relation to equal opportunities and race relations policies;
32. Comply with health and safety legislation and policies when working in school and in the Consortium.
33. Keep all paper work relating to school placements up to date throughout the entire duration of the placement, including planning, evaluations, assessment and record-keeping.
34. Ensure that social networking sites are used responsibly and usage does not bring either the school or Consortium into disrepute. There must be no contact with pupils or parents via such sites.
35. Ensure that confidential information about pupils is kept safe and secure and not left in public places.
36. Maintain honesty at all times.
37. Complete Consortium evaluations of all aspects of the provision.
38. Respond to communications promptly.
39. Refrain from smoking on school premises (inside or outside).
40. Ensure that any activity in one’s personal life does not bring the teaching profession or the Consortium and its partner schools into disrepute.
41. All interactions with pupils must only be undertaken on a professional basis.
42. Comply with all elements of the Teachers’ Standards (part 2)

If an Associate Teacher fails to follow the Code of Professional Conduct, the Head Teacher should contact the Director of ITE. The issues will be investigated and the Associate Teacher will be required to attend a progress review with their Course Leader and Director of ITE. The trainee can bring a representative to this meeting. In extreme cases of inappropriate behaviour, the Head Teacher has the discretion to suspend the trainee from the school and, in this situation, the Course Leader and Director of ITE should be immediately notified. The issues will be thoroughly investigated. In all cases of professional conduct the Consortium reserves the right to instigate the Fitness to Practice policy.